

BOWLING PARK PRIMARY SCHOOL CLASS TEACHER JOB DESCRIPTION



Job Title: Class Teacher
Scale/Allowance: MPS
Responsible to: Headteacher

The post holder is required to carry out the professional duties of a teacher as set out in the current School Teachers Pay and Conditions Document, and such particular duties which the Principal may reasonably direct from time to time.

The following information is provided to assist teaching staff to understand and appreciate the work content of their post and the role they are to play in the school. As Bowling Park is a split site school, the post holder may be required to work on either, and in any year group.

Main Responsibilities and Key Tasks

a) Planning and Teaching:

- To teach pupils either in the role of a class teacher or as a support teacher, as directed by the Principal.
- To plan, prepare and deliver high quality lessons that maintain pace, motivation and challenge and that meet the educational needs of the pupils.
- To ensure progress and development of learners' key skills through excellent teaching that uses a variety of approaches.
- To support individual learning of pupils with additional educational needs by planning appropriate work and reviewing outcomes.
- To encourage pupils to think and talk about their learning and to develop their confidence, independence, perseverance and self control.
- To evaluate your own teaching critically to improve effectiveness.

b) Assessing, reporting and monitoring:

- To accurately assess, record and report on the development, progress and attainment of pupils (including intellectual, social, emotional and behavioural).
- To make effective use of curriculum data to monitor and evaluate all pupil's progress (including those supported by the Pupil Premium).
- To identify underachievement of both individual children and groups of children and use this to inform the planning of teaching and learning so that their needs are met swiftly and effectively.
- To be familiar with statutory assessment and reporting procedures, and to prepare and present informative, helpful and accurate reports to parents.

c) Welfare of pupils:

- To promote the well being of all individual pupils within school, including the induction of newly arrived pupils.

- To have a good knowledge of the statutory requirements relating to the pupils' education and welfare, including the *Every Child Matters* agenda and child protection procedures.
- To ensure that the classroom environment promotes the school ethos, high expectations, standards and supports learners.
- To maintain good order and discipline and safeguard pupils' health and safety.

d) School Improvement:

- To assist in the development of the school curriculum in line with the school's Improvement Plan and any other initiatives that develop learners.
- To support ongoing developments in literacy, numeracy and ICT skills.
- To participate in continuous professional development.
- Carry out reflective practice exercises to move classroom practice, teaching and learning forward.
- To participate in appraisal reviews linked with professional performance.
- To keep up to date with research and developments in pedagogy and curriculum content.
- Implement the use of new technologies that enhance teaching and learning.

e) Professional Relationships:

- To support the leadership team and the school's values, aims and vision.
- To participate in team planning meetings and phase activities.
- To foster good relationships with all persons who have an interest and involvement in the school, including support staff, governors, parents, local authority officers and all visitors to school.
- To communicate, consult and cooperate with colleagues and other relevant bodies in multi agency meetings.
- To participate in leadership, peer and self-monitoring and evaluation schemes, responding to, and acting upon, advice and guidance received.
- To contribute to the professional development of colleagues.

f) Other professional duties:

- To take assembly.
- To carry out playground duties.
- To participate in administrative tasks stated in the Teachers' Pay and Conditions of Service Document.
- To undertake such reasonable duties as may be required from time to time.

The above work will be carried out in accordance with school's policies.